

GENERAL SUBJECT:		NUMBER:
SOURCE OF MATERIALS FORM C-25		MD 241-05
SPECIFIC SUBJECT:		DATE:
PROCESSING SOURCE OF MATERIAL SUBMITTALS		January 4, 2005
DIRECTED TO:	SIGNATURE:	
District Administrators	Andrew Mergenmeier, PE	
	Signature on original copy of memorandum	

This update is proposed to streamline the C-25 approval process by making the District Materials Engineer the first point of contact. It also supports the January 2005 specification change that requires the use of electronic Source of Materials which expedites the approval process.

Revise Materials Division Manual of Instructions Section 106.01 (b) by deleting all existing paragraphs and replacing with paragraphs below.

Contractors are to be advised by letter and/or verbally at the pre-construction conference that the Source of Materials form is to be submitted to the District Materials Engineer, Project Inspector, Project Engineer or other designee as a digital file. The Contractor should be provided with a computer diskette containing the digital file template(s) of the Scheduling & Contract Division's Form C-25 for use in listing the information to be submitted.

The District Materials Engineer's office will, upon receipt of the contractor's submittal, immediately determine the method(s) of acceptance for routinely encountered materials and/or material sources. The District Materials Engineer will forward portions of the submittal containing non-routine items to the Materials Division's Central Office for processing. The Central Office of the Materials Division will handle the processing of non-routine items, including the notification and assignment of testing responsibilities to other internal divisions. The Central Office of the Materials Division will advise the District Materials Engineer of any noted deficiency regarding the information on the non-routine items. If, for any reason, the contractor's submittal is incomplete, incorrect or needs clarification, the Central Office of the Materials Division will return the Contractor's submittal to the District Materials Engineer for resolution of the problem. Upon resolution of such deficiency, the submittal will be returned to the Central Office of the Materials Division for processing. After processing, the submittal will be returned to the District Materials Engineer for final distribution.

The District Materials Engineer will send copies of the processed Source of Materials to the Project Inspector, Project Engineer, the Contractor, and any other District Materials Engineer who has been assigned testing/monitoring responsibilities. The Project Inspector should not approve the use of material until verification is received that the Source of Material has been processed or otherwise receives a processed copy.

PROCESSING MATERIAL CERTIFICATION SUBMITTALS

After a Source of Materials submittal has been processed and indicates that a Manufacturer's Certification is required for material acceptance, the Project Inspector and Contractor are responsible for securing such documents and sending them to the District Materials Engineer for the Department's review and approval. The District Materials Engineer is to review the certification documents for obvious omissions (such as lack of quantities or project numbers, etc.) and then submit four(4) copies of the documents to the Central Office of the Materials Division for technical review and processing. If the Contractor's submittal is incomplete, incorrect or is in need of clarification, the Central Office will return the documents to the District Materials Engineer for resolution of the problem. Upon correction of the deficiencies, the District Materials Engineer will return the submittal to the Central Office. The Central Office will then have the documents reviewed by the appropriate technical staff and, if found to be satisfactory, assign a certification number (i.e. a CT-xxxx number)to the submittal packages. The Central Office of the Materials Division will make the distribution of the copies of the approved Certification to the Project Inspector, Contractor and the District Materials Engineer submitting the documents.

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Commissioner
Chief Engineer
Division Administrators
Resident Administrators
District Materials Engineers
District Construction Engineers
District Maintenance Engineers
American Concrete Paving Association
NE Chapter, Southern Region

Federal Highway Administration Precast Concrete Association. of Virginia Virginia Asphalt Association. Virginia Dept. of Minority Business Enterprise Virginia Ready Mix Concrete Association Virginia Transportation Construction Alliance